

REQUEST FOR PROPOSALS

Town of Buena Vista Municipal Court Judge

A. INTRODUCTION

The Town of Buena Vista is inviting proposals from qualified individuals to provide Municipal Court Judge services to the Town. The Town is a Statutory municipality and our municipal court is a court of record.

NOTICE IS HEREBY GIVEN, proposals should be prepared and submitted in a form that addresses the needs outlined herein. Late proposals will not be accepted. Proposals will be accepted until 5:00pm, February 28, 2020. Proposals shall be sent to:

Phillip Puckett, Town Administrator
Town of Buena Vista
PO Box 2002
Buena Vista, Colorado 81211

Proposals may be emailed to ppuckett@buenavistaco.gov.

B. OBJECTIVE

The objective is to choose a reliable and experienced individual with demonstrated knowledge in providing municipal court judge services in a comprehensive, timely, and efficient manner. Interested individuals should have significant experience in matters addressed by municipal courts. The Municipal Court Judge will work with the municipal court clerk and the prosecuting attorney to preside over the Municipal Court.

C. QUALIFICATIONS OF APPLICANTS

- Ability, capacity, and skill as a prospective judge.
- Ability to meet the time requirements of the Town.
- Reliability, character, integrity, reputation, judgment, experience, and efficiency.
- High performance quality in previous or current judge contracts, if any.
- Ability to determine compliance with applicable laws and ordinances.
- Availability and adaptability of services to meet the needs of the Town.
- Consideration will be given to experience on the bench.
- Attorney at law admitted (active) to practice in Colorado.

D. SCOPE OF SERVICES

The Municipal Court Judge presides over Municipal Court matters in which the Municipal Court has jurisdiction.

E. POWERS AND DUTIES

- The Judge shall have all judicial powers and duties as provided in the Town ordinances and in the Colorado Revised Statutes applicable to municipal judges, except as otherwise provided by ordinance.

- Beginning on January 1, 2020, the Municipal Court will convene the third Wednesday of each month at 2:00pm in the Pinon Room at the Community Center, located at 715 E Main Street, Buena Vista, Colorado 81211. The date and time are subject to change.

F. TERM OF OFFICE

The term of office of the Municipal Court Judge would begin after the selection process is completed by the Town Board and run for a period of two (2) years, unless otherwise terminated by the Town Board.

G. PARTICIPATION BY AND EXPECTATIONS OF THE TOWN

The Town expects that the Municipal Court Judge will keep abreast of current legislation and obtain ongoing education and training, remaining current on all matters relating to municipal courts and municipal judges.

H. COMPENSATION

The Town will pay the Municipal Court Judge for judicial services rendered at a fixed salary or compensation set by the Town Board, the amount of which shall not be dependent upon the outcome, number of matters to be decided by the Municipal Court Judge, or the number of court sessions. Currently the 2020 budgeted compensation is \$13,300.

I. KEY-DATE

A committee will review applications and conduct interviews in March 2020. The committee will bring forward recommendations to the Board. The Town Board, at its discretion, may invite applicants to deliver a short presentation addressing the proposals submitted.

J. INFORMATION TO BE INCLUDED/SUBMITTED

The following information must be included in your written proposal. It is important as it may be your only opportunity to present your qualifications.

1. Name and background of the person who will be providing Municipal Court Judge services to the Town. A resume of this person's background and experience should emphasize the municipal law experience of that person and the level of responsibility in this area.
2. Specific information on the certification, licensure/registration and continuing education training for the preceding calendar year, including such information as may be necessary to establish that the applicant is an active attorney at law admitted to practice in Colorado.
3. Please disclose any potential conflicts of interest that you may have in relation to the Town of Buena Vista.
4. Provide details regarding your existing workload or other obligations and how you will fit this contract into your existing work or personal priorities.
5. Provide a list of references with whom you have worked in the past five (5) years. If you have provided municipal court judge services to municipal or government clients in the recent past, please submit municipal or government client references as well.

6. Each respondent's proposal should address the ability to perform this scope of work, along with specific expertise, education, and experience.

K. SELECTION

The Town reserves the right to reject any or all proposals, to waive irregularities or informalities in proposals, and to re-advertise for proposals if desired. After considering proposals and information provided during the application process, the Town will select the individual who is the most advantageous to the Town from the standpoint of service, previous experience, ability to deliver, or for any other reason deemed by the Town to be in the best interest of the Town.

The Municipal Court Judge Services Proposal must be received by the Town Administrator, Phillip Puckett, by 5:00pm, February 28, 2020. Any proposal received after that date and time will not be accepted.

The Town reserves the right to undertake its own investigation to evaluate any candidate. The Town shall have the sole discretion to accept or reject any proposal. All proposals become the property of the Town upon receipt and will not be returned. The Town operates under applicable public disclosure laws. Upon opening of the proposal it shall become a public record available for inspection. Whether the proposal is accepted or rejected will not affect this decision.

Your costs in developing the proposal, attendance at any meetings relating to the proposal, and other costs relating to the proposal are your responsibility and will not be reimbursed by the Town.

The Town of Buena Vista thanks you for your interest in providing us with a proposal for Municipal Court Judge services. Please submit any questions regarding this RFP to the Town Administrator.